

# The proposed new Westcliffe Primary School

## Communication Strategy

1. This is the first school funded by the Department for Children Schools and Families (DCSF) Primary Capital Programme. The Council's Children and Young Peoples Service (CYPS) took the strategic view in March 2009 that these new schools should be innovative in their design so that they will not impede the new more independent learning strategies. At that time the Advisory Service was holding a series of 'transformational' seminars for senior leaders at each Primary School concentrating on the proposed new Primary Curriculum and focussing on the opportunities that different school buildings can bring to that whole debate. They invited the Capital Team members to listen in at these seminars to educate themselves on the implications of the new curriculum.
2. The Advisory Service of North Lincolnshire CYPS set up a Visionary Group to oversee the development of new capital schemes. This group includes 8 headteachers as well as colleagues from Property Services and CYPS. The capital team organised trips to Sharrow Primary School in Sheffield for members of the Visionary Group (including staff members of Westcliffe School) to visit that school as well as four other schools.
3. After a seminar on the different Exemplar Schools that were designed on the instigation by the DCSF for 'Schools of the Future', the Visionary Group preferred for us to develop a school based on the Exemplar School for a suburban site with a flexible heart (P1: Walters & Cohen architects).
4. A member of the Capital team was appointed as lead education officer for the Westcliffe Project and it was his job to prepare a brief, during the time that the implications of the 'transformational agenda' were still being evolved. The time schedule for spending the grant didn't give us the luxury of agreeing a detailed brief before submitting it to Property Services. He drew up an aspirational Brief using the areas from Building Bulletin 99 (Second edition). The preface is reproduced as **Appendix A**
5. The Visionary Group set up a Core Group for the Westcliffe project. On that group were two other Headteachers (from the Visionary Group and whose schools were also earmarked for development on the capital programme), the Head and deputy for Westcliffe School, the design architect and the project manager from Property Services, a primary curriculum adviser and two members of the Capital scheme. This core group was responsible for developing the scheme until it is built and for reporting back to the Visionary Group.
6. It had its first meeting on the 8 May 2009. It then met weekly from June 2009 until December 2009 (except school holidays) going through all the design features and getting agreement on them. Because it was an 'unfinished' aspirational brief with only the gross areas specified, we had to debate each area, particularly the new concept of the 'heart'. Detailed minutes are available. The Architect has worked all the way through with a genuine consultative style and the minutes show that in everything he has consulted the core group e.g. going from a single storey design to a double storey; keeping the classrooms as large as possible, the designs to encourage cooking with the pupils, the way in which the 'renewable energy' element would be derived (e.g the school was hesitant about a biomass boiler); Notes for each meeting is held on file; notes of the 10 July are attached as an example (**Appendix B**).

7. As well as the main primary school the building will house two other services. We have consulted with those services:
  - 7.1 *The Hearing Impaired Service*. This unit is a resource for all hearing impaired children across the council area. For those pupils where the disability is more severe they, generally, are bussed into the school for active teaching until they become confident when they might return to their local school. The staff know what they want/need and we have sought to satisfy them. E.g. see notes of the 30 September 2009 (**Appendix C**). It was at this meeting that it was requested that a soundfield system should be installed throughout the school. It is our intention to do that (resources permitting).
  - 7.2 *Surestart/ integrated services provision*. This provision is independent from the school but is ideally placed with the school for joint resources and the pre school children often have siblings in the main school. It has its own entrance and will be open when the school is closed – hence it has its own heating system and has its own meters. Again we have consulted the local manager for this facility. See minutes of the meeting on the 7<sup>th</sup> October 2008. (**Appendix D**). It was as a result of this meeting the pram store was made bigger and that two childrens toilets were included.
  
8. Members of the Core Group have consulted more widely:-
  - 8.1 *Consultation with the staff*; this was mainly with the head keeping the staff involved, however two members of the group did attend a meeting with staff on 9<sup>th</sup> September at 3.30pm to discuss the design. Five things were changed as a result of that meeting (foundation toilets were moved; a staff toilet upstairs; waiting area for parents; gated stairs and storage area for first floor external play equipment).
  - 8.2 *Consultation with the school council* (8 Oct 2009). This is a pupil led Council. The teachers briefed all pupils in their classes; two pupils from each class took the questions from their classmates to the School Council where they put them to the Architect and another member of the Core Group. Minutes are attached (**Appendix E**).
  - 8.3 *Consultation with the parents* (9 & 10 November 2009). At the normal parents evening for the school two members of the Core Group had a stand with the designs of the building. Any parent who was interested could ask questions. They were asked to fill in a questionnaire. (**Appendix F**). 15 questionnaires were filled in; all were really supportive.
  - 8.4 *Consultation with the Residents* (10 February 2010). A letter was taken to each house that borders on or overlooks the site on the 2 February 2010 inviting them to an open house meeting at the school to discuss the plans for the school. (**Appendix G**). Residents and anyone else who was interested (the evening Telegraph publicised it) were invited to meet with the Architect and fill in a pro-forma similar to that for the parents. The vast majority were only really interested as to where the new school was to be built; they didn't want it in the adjoining open playing field (Manor park). They were all supportive of it being built on the existing school site. 10 questionnaires were filled in.
  - 8.5 *Consultation with the Governors* (3 Feb 2010) *and local Councillors*. The governors were wholeheartedly for the development. Although it is not minuted the Governors made a strong case that if resources would permit they would like a bigger Hall. We have decided to extend the Hall by 15m<sup>2</sup>: from 150m<sup>2</sup> to 165m<sup>2</sup>. (**Appendix H**). At a separate meeting on the 10 December

2009 three members of the Core Group briefed the three local Councillors; they were also very supportive.

8.6 *Consultation with the School Council on external areas* (21 Jan 2010). The landscape architect allocated to this project met with the Core Group to give his vision as to what the various external areas could look like giving some real examples of what he has done in other schools. The two school representatives on the core group then briefed all staff using his resources so that each child could get involved with the external design process in their classes. The landscape architect then met with the schools council (which has 2 members from each class) on 21 January 2010 (**Appendix I**). This was a learning exercise for the architect and for the pupils. Both then had ideas for further development; and a second workshop is to be planned once the landscape architect has some proposals for the school to consider.

Gordon Green  
*Senior Capital Development Officer*  
2 March 2010.

## Appendix A: the preface to the aspirational brief

### **Westcliffe Primary School**

#### **Preface**

Over the last 50 years the methods of teaching children in the Primary phase has changed and developed but in a cyclical manner. The last great change was with the introduction of the national curriculum (1990's) where large classrooms and later a separate ICT room, helped with the organisation of the curriculum.

Much more recently another fundamental shift is taking place with how children are taught in the primary phase; with the emphasis back to the 'joy of learning'; but – hopefully – learning from the excesses of the past. These teaching methods need a more flexible and adaptable environment than just a string of closed classrooms bounded by a corridor.

There have been a lot of publications over the last few years sponsored by the Department for Children, Schools and Families (DCSF) under the generic heading of Building School for the Future; and some of these are inspirational exemplars of what schools could look like taking into account the national major drivers for change. (ref: Exemplar Designs; concepts & ideas).

The following outline brief takes a lot of its ideas from the 'exemplar for a suburban site' (ref: designed by Walters and Cohen)

Certainly all school building projects need to take into account:

- The extended schools agenda where some children come to the school building from 8am to 6pm (or even later)
- The early years provision will be more flexible; with longer hours, greater space than the traditional nursery with room for resting; and greater emphasis on transitioning to key stage 1.
- The potential use by other services and agencies, particularly in this school where it is a designated Children's Centre.
- The rapidly developing use of ICT
- As far as the budget allows, sustainable features which will be used as a curriculum resource.
- A fully inclusive school for pupils and access to the wider community
- A changing pedagogy of teaching over the forthcoming years

This project is the first school to be financed from the DCSF Primary Capital fund and it signals a departure from the 'old' brief for building schools to a 'new' one. The Authority has just started a project for all primary schools on the 'transformation of the primary curriculum' and the long-term implications for design of schools could be quite radical. As this is a transition period and where we are heading is not clear yet, the architectural team will need to understand that the 'brief' is not fully developed and there will be a 'primary development advisory group' who will oversee this development.

The parameters for the gross and net areas of the building will be still those given in Building Bulletin 99 (revised) and the overall cost will still be derived from those areas from standard cost indices.

Gordon Green

Revised: 28 April 2009

Appendix B: sample of notes for the Core Group

**Westcliffe Primary School**

**Core Building Group**

**Held on 10<sup>th</sup> July 2009**

**Present:**

Kate Buckley - Headteacher  
Sandra Burniston - Principal Officer (Buildings)  
Gordon Green - Senior Capital Development Officer  
Nolan Bennett - Project Manager  
Paula Bennett - School Improvement Advisor  
Cath Lloyd - Head, Henderson Ave Primary  
Jo Rea - Scheme coordinator

**Apologies:** Jennie Elwood, Jim Murphy, David Holt

**1. Update/Matters Arising**

- **Planning** – NB stated that a meeting had been held with planners and no major planning issues had been identified. The planning application, when submitted, will be treated as a major application. The application will be referred to Government Office for Yorkshire and Humberside for ratification as the school will be built on a designated playing field, which is a departure from the Local Development Plan. This procedure is likely to cause a time delay. Consultation will also take place with Highways and Environmental Health with regard to the impact of the new school on neighbouring properties.
- **BREEAM** – NB advised that the BREEAM review will take place on 27<sup>th</sup> July this will include GG, NB, DH and the engineers.
- **Supervision** – PB explained that she had discussed with Jo Moxon the query regarding supervision of parents/children within the school following the visit to the Rainbow School. Although it was acknowledged that the school needed to be open and accessible to parents and the community there would still be a requirement for supervision beyond the initial entrance/reception area. NB suggested that John Rennison from Health and Safety be invited to a future meeting to discuss the issue and provide a view on the risks.
- **IT provision** – Penny Earl and Andy Bird will be attending the meeting next week to discuss IT provision. A further meeting has been arranged for the 9<sup>th</sup> September with Penny and Andy to look at the use of IT within the curriculum.

**2. Discussion**

A new drawing had been produced by DH based on a two-storey option. NB explained that the benefits identified in the single storey option plus the ideas

put forward from the visits to the schools in Newcastle and Sharrow had been incorporated into the second option.

Following discussion the following points were agreed:

- The two storey option was the preferred option
- All in agreement with the decked area on the 1<sup>st</sup> floor
- Location of classrooms on 1<sup>st</sup> floor – KB would prefer 3 on either side.
- One staircase should lead onto the decked area, this will allow the children to access each classroom from the decked area. If this option is used then the toilets should be located as shown on the drawing.
- Wells on the 1<sup>st</sup> floor, although seen as a good idea, did not provide enough room for art activities to take place – possibility of providing more breakout areas within that space to be considered.
- An internal staircase should be located in a central position to avoid fire doors.
- The nursery and reception classrooms on the ground floor should be located next to each other; preferably with the surestart area at the end.
- A separate car park will be required for the surestart building.
- Some toilets on the ground floor to be located nearer to the hall.
- Bays outside of classrooms for ICT workstations rather than in the classroom
- Only fixed furniture within the classroom will be a sink.
- If possible the Hearing Impaired Unit should be located on the ground floor as they do most of their work with the foundation.

#### **Agreed Actions:**

- NB/GG to feedback points raised to DH in order for a draft to be produced for the Primary Capital Visioning Group on Thursday 16<sup>th</sup> July.

#### **Date of Next Meeting**

Meeting arranged for 17<sup>th</sup> July, 2.45pm at Westcliffe Primary School

## Appendix C

### **Notes to discuss the Hearing Impaired provision at Westcliffe 30 September 2009**

#### **Pam Grant (Head of Service), David Holt, Clare Brody (Teacher in charge of the unit) and Gordon Green**

Following on from the meeting in May we wanted a follow up meeting to make sure that the Architect is designing the spaces as the Service wants them.

Pam & Claire seemed to be happy with the location and layout of the new facilities.

They wanted a one-way glass from the office into the big room as well as the smaller room, and an infant size sink in the big room

They were most concerned about the acoustics wanting the room level (when furnished) to be at 0.4(units?) or less. [Dave knew what they were talking about, although he says that we are giving a sound expert in to advise us about the whole building including the Hall (to get a very good BREEAM rating)]. Pam will come back to us if that figure needs to be any lower).

In discussion Dave said that the floor covering would be mainly carpet; he felt that there would be minimal sound from above (the play area), and there would be no sound loop. He will consult on colours, power points and phone systems later.

Pam reiterated that she would like a 'soundfield systems' fitting in at least some of the classrooms; although we will have to take advice from them as to the effect when partitions between the classrooms are open

There didn't seem to be any specific electrical requirements apart from the flashing fire escape warning.

Gordon Green  
30/9/09

Appendix D  
Westcliffe Primary School

**Notes of a meeting to discuss the layout of the Integrated Services (SureStart  
Childrens Centre) facilities on 7 October 2009**

*Dave Holt, Lesley Goodwin, Sandra Burniston, Gordon Green, Kate Buckley*  
Apologies; *Helen L Smith, Faye Baker*

The purpose of the meeting was to consult on design proposals for the replacement Childrens Centre facilities.

After an introduction by Sandra on the funding arrangements and Dave giving an overview of the new facilities we got into general discussion and the main points were:

- Because of the proximity of the private neighbourhood nursery/day care building the childrens centre facilities would mainly cater for interventionist and safeguarding activities with the community (eg drop in sessions; universal play sessions; contact sessions & support sessions etc). In which case it is important to keep the facilities separate from the schools.
- Lesley will think about whether she needs a folding screen, one large store or two smaller ones and let us know by Friday 16 October
- It was agreed to make a bigger pram store and put in two childrens toilets where the external store was placed. Dave would include a detached external store with a light – but no heating.
- Although Kate was willing to let the Integrated Services have access to the foundation 1 quiet room in the holidays we have to overcome security and heating considerations.
- The two outside play areas will need to be separated by a 1.2m fence but if possible to be planned for sharing at times (eg by a gate).
- The hope is that there will be sub metering of the heating into this facility; which led on to the possibility of having a separate heating facility because of the different times when it will be heated and underfloor heating doesn't suit this type of operation.
- There was a clear understanding that the small kitchen facilities would be shared with the school.
- The outdoor facilities are not yet planned; we will consult again on those.
- Gordon to arrange consultation with the Neighbourhood Nursery

Gordon Green  
8 October 2009

**Consultation with the School Council**

**8<sup>th</sup> October 2009**

**Present:** Kate Buckley – Head  
David Holt – Architect  
School Council including 18 pupils with representative from each year group

Prior to the meeting each class had been given a design of the new school, discussion had then taken place within each class. Two representatives had been chosen from each class to attend the School Council meeting with questions for the Architect and Head.

DH gave a presentation to pupils explaining the design.

**Questions and Answers:**

**Will the hall be big so that more people can fit in?**

Yes – will also have a studio so that the hall and studio can be opened up as one big space.

**When will the school be built?**

Will start building the school next summer holiday and it will be completed by September 2011.

**How long does it take plan out?**

It takes about 6 months to develop involving lots of consultation with different people.

**Will children be allowed in the lift?**

The lift will only be used by people in wheelchairs and their helpers, mums with prams and adults who need to carry heavy objects.

**Will there still be a football pitch?**

Yes (DH showed location of pitch on drawing)

**What colour will the carpets be?**

This is something that we can look at a bit later in the project once we have had a think about what we would like.

**Will all children come in through the same entrance?**

No – at the minute children line up in the playground but at the new school this will be different as children will go straight into their classrooms from the playground/deck area. The Nursery entrance will be from the Chapman Avenue side of the school.

**Will we be in the same class?**

You will be with the same teacher and children in the new school that you had in the old school.

**Will the new school be bigger or smaller than the old school?**

As there are not as many corridors this will save on space making the new school smaller. Classrooms will be the same size as in the old school.

**Some people have said that they want their own desks with trays underneath.**

We will ask everyone what kind of desks they will like

**Will there be gates?**

There will still be gates around the school probably a few more than at the old school. When looking at staying safe the new school will be just as safe as the old one.

**Will there be any flowers?**

Yes there will be sweet smelling flowers and a wild flower garden which will attract butterflies and insects. Lauren has a keen interest in flowers so it was suggested that she could talk to the Landscape architect about what type of flowers the school would like.

**We would like a vegetable patch.**

There will be enough land left for a vegetable garden if the school want to do this

**Can we have a clubhouse for when it rains?**

We haven't included a clubhouse but there is a big canopy around the outside of the classrooms so that you can go outside when it is raining and you won't get wet. When it is raining there will be lots of places to go within the new school where you won't get wet ie, heart of school, under canopy etc

**What will you do with the space where the playground is now?**

There are a few options we could make it part of the park or use it as a car park or make it part of the playground. This hasn't been decided yet.

**The gates near to the park are not open – will they be opened so that people can come in at weekends to play?**

Good questions as lots of different people will use the new school when we are on holidays this is called extended schools. We will be looking at this and how we can do it.

**Will pets be allowed in school?**

Class pets will be allowed in school but for Health and Safety reasons and staying safe we cannot let you bring your dog into school in case other children are allergic to it or it bites someone or poos in the playground

**Will we still be allowed play days?**

Yes

**Will the school have computers or laptops?**

The school will have both

**How many different architects are there?**

There are building, landscape and naval architects – you need to be qualified to say you are an architect although there are architectural technicians – they do most of the drawings once the architect has come up with the ideas.

**What colours will the computers be?**

Not sure

**We would like a music room where instruments can be left out.**

We haven't included a space for a music room but there are lots of different spaces around the school where you could do music.

**Will there be an ICT room with lots of computers.**

There are lots of ideas about whether there should be an ICT room or whether there should be laptops in classrooms. A vote was taken on whether pupils would like an ICT room or laptops in classrooms. Outcome of vote was:

ICT room - 11

Laptops – 7

It was suggested that the School Council go back to their classes and ask people what they would like.

**Will there still be a smartboard?**

Yes some of the newer smartboard will be taken from the old school but there will also be some new ones for the new school.

**Consultation with Parents - 9th&10th November 2009**

**Westcliffe new school**

- 1) Do you like the idea of a new school for Westcliffe?
  
- 2) What do you think about our early designs for the new school?
  
- 3) If relevant, do you think that your child will benefit from a new school
  
- 4) Have you any ideas about what YOU would like in a new school?
  
- 5) Have you any ideas as to what facilities the new school could offer the community?
  
- 6) We are thinking about the impact on the environment by the new school:
  - 1) Do you think that a wind turbine would be unsightly?
  
  - 2) Have you any thoughts about using solar energy?
  
  - 3) What do you think about using a boiler that burns wood instead of gas

Thankyou for your time.

Name (optional).....

## Appendix G

Our ref: GAG

Your ref:

Date: 2 February 2010

Communications to: Mr G A Green

*(01724) 297130*

*(01724) 297242*

**E-Mail:** [gordon.green@northlincs.gov.uk](mailto:gordon.green@northlincs.gov.uk)

Website: [www.northlincs.gov.uk](http://www.northlincs.gov.uk)

Dear local resident

### **Subject: New buildings on Westcliffe Primary School**

I invite you to see plans for the new Westcliffe Primary School that will ultimately replace the present building on **Wednesday February 10<sup>th</sup>**.

As a local resident we want to ensure that we keep you informed of progress and to consult you on this scheme.

The event is an informal drop-in session and will place in the school. There will not be any formal presentation, rather just an opportunity to look over the plans and to ask questions and to discuss anything about the proposal. We want to find out if you support this project before we submit for Planning approval.

The school Hall will be open from 2.30pm until 6.30pm and I hope that you will be able to come and join us sometime in that session. So please pop-in if you can, we look forward to meeting you.

For further details please contact Gordon Green on 01724 297130 or contact via e-mail on [gordon.green@northlincs.gov.uk](mailto:gordon.green@northlincs.gov.uk)

Yours faithfully

Helen Cochrane  
Principal Officer (Capital)

## **Governors of Westcliffe Primary School**

Minutes of Consultation Meeting held at the school on 3.2.10 at  
3.30

**Present:**

Mrs J. Pearson, Mr J. Smythe, Mrs C. Dawson, Mrs C. Dallimore, Mr R. Hudson, Mr J. Fox, K. Buckley Mr J. Murphy (observer), Mrs R Boyers (observer)

**In attendance:**

Mr D.Holt, ( Architect) Mr G. Green, (Senior Capital Development Officer) Mr N. Bennett (Project Manager)

**Item**

**Consultation with the governing body re plans for the new school.**

Mr Holt explained the proposed plans to Governors. Discussion ensued.

**Resolved:**

1. The Governors strongly approved of the proposed building plans.
2. The Governors were in agreement with the proposed play pitch facilities- namely that there would be one Junior size pitch.

## Appendix I

### Westcliffe School- Meeting with School Council

Date: 21<sup>st</sup> January 10

**Present: School Council members representing each class base**

**Jo Rea. NLC Education**

**Kate Buckley. Headteacher**

**Peter Beschizza. Landscape Architect. NLC**

The council representatives will approach their class colleagues and develop some ideas of what they would like to see in their external areas. This could be drawn or written information or cuttings from magazines or retrieved from the internet etc.

#### **Feedback from the children so far. They would like to see:**

- Water fountain
- Maze garden
- Football pitch
- Flower/vegetable garden
- Swings and climbing frame
- Shaded areas
- Pole with an Owl (School logo) at entrance
- PE area
- An area or a stall for distributing snacks/lunches
- Seating
- Games marked out on paving
- Garden area in class base teaching zones for growing own plants
- Grow some trees from seed to be planted in the new landscaped areas around the school. PB to liase with Andrew Taylor or Environment team to investigate sources and recommended species
- Picnic tables
- Zip wire
- Pond
- Drinking fountain
- Chess area in paving, plus store area for the chess pieces etc, instruction books (Instructions on fixed signage)
- Trim trail (Adventure play area)
- Number snake (tarmac)
- Compass
- Log steps over shallow water